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DEPARTMENT OF THE AIR FORCE
Headquarters, US Air Force
Washington DC 20330

AFMS 16G1
1 March 1994

INFORMATION MANAGEMENT FLIGHT

1. Mission Statement. The Information Management (IM) flight provides IM services to the wing. These services involve developing and implementing policy to manage information throughout its life cycle--specifically: management and distribution of administrative communications and mail, management and distribution of publications and forms, duplicating services, and records management.

2. Responsibility Statement. The IM flight in the Mission Support Squadron (MSSQ/MSI) is responsible for the following:

a. IM Flight Management. Directs the overall operation of IM activities for the wing.

b. Plans and Programs. Conducts peacetime and wartime planning for all IM activities, manages productivity and total quality management (TQM) initiatives, utilizes wing AFSC 3A0XX resources, supports visiting teams, reviews support agreements, and conducts business process and information requirements analyses for wing offices.

c. Administrative Communications. Manages programs for official mail postage and use, administrative orders, base addresses, and administrative correspondence; processes and distributes official mail and administrative communications; provides a base common-user electronic distribution service; and acts as quality assurance evaluator (QAE) for the Postal Service Center (when contracted).

d. Records Management. Manages programs to ensure proper maintenance, protection, and disposition of official records; processes Freedom of Information Act (FOIA) and Privacy Act requests from the public for information contained in wing records; manages the information management control program; manages a central destruction facility; evaluates requirements for automated recordkeeping and document imaging systems; and manages a records staging area.

e. Publications and Forms Management. Manages wing publications and forms programs, provides a master publications reference library, and distributes publications and forms.

f. Duplicating. Manages printing or duplicating activities

Supersedes AFMS 16G1, 17 November 1993. (See Summary of Changes).

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for the wing, determines appropriate reproduction sources, establishes government printing office (GPO) production contracts, procures printing as appropriate, provides duplicating service for paper media, and manages base copier program.

3. Authority. This Air Force manpower standard was developed by a process action team (PAT) established by the Air Force Special Staff Management Engineering Team (AFSSMET) and comprised AFSSMET and IM representatives. AFR 4-1, Functions and Responsibilities of Information Management (IM) Activities, is the primary governing regulation for the establishment and operation of the IM function. AFR 25-5, Air Force Management Engineering Program (MEP) Policies, Responsibilities, and Requirements, is the governing manpower regulation.

4. Applicability. This AFMS applies to peacetime operations only. It provides the fixed core and core plus or minus manpower to a base supporting an operational flying wing configured in the objective wing organizational structure. This AFMS also applies to base IM functions within nonoperational commands. This AFMS does not apply to Air Force Reserve and Air National Guard bases. It does apply to bases where core processes are contracted out under Office of Management and Budget Circular (OMB) A-76. Such bases will develop a negative variance to account for the core processes contracted and a positive variance to allocate manpower for quality assurance evaluator (QAE) duties not included in the core. It also applies to bases where core processes have been cost studied and won in-house. Such bases will develop a negative variance for the core processes studied and a positive variance for the core processes quantified in the in-house performance work statements.

5. Core Composition. This AFMS quantifies the fixed core manpower necessary for an IM function to support the model wing defined as a fighter wing comprised of 72 primary aircraft authorized (PAA), a bomber wing (B-52 19 PAA), or airlift wing (C-130 48 PAA, KC-135 17 PAA), and a population of 3,000 personnel.

a. Core Manpower Required. 19

b. Core Range. 14 - 46

c. Programming Factor. Authorized Population Supported

6. Determinant Data:

a. Classification. Type III

b. Approval Date. July 1992

c. Man-hour Data Source. Workshop Measurement

d. Man-hour Equation. $Y = 2999 + 0.4082 * (X - 3000)$

e. Workload Factor:

(1) Title. Authorized Population Supported

(2) Definition. The total funded host and tenant authorized population supported, to include the funded local and foreign nationals. Only the population above or below the core wing population of 3,000 will be used in computing the core plus or core minus manpower. To be counted for core plus computations, population must meet the following criteria: obtainable from the base manpower data system (BMDS) in file part A and receiving full IM support from the host IM function. To compute authorized population supported, compile a list of host and tenant units receiving all services (100 percent support) provided by the base IM, obtain the authorized strength for each unit from the workload factor source, and total the authorized strength for the units receiving full support. This result is the authorized population supported. Use this result in the man-hour equation above. Units with populations not meeting this criteria (i.e., those units receiving less than 100 percent support) should be included in the above computations, using the instructions outlined at atch 3, Variance 10. This action must be accomplished ONLY when there is a written agreement requiring the host wing IM function to provide specific IM support (e.g., duplicating, mail distribution) to the unit. Also, use Variance 10 to compute the number of contract man-year equivalents (CMEs) entitled under a statement of work (SOW) or performance work statement (PWS). Add Variance 10 results to the total funded and tenant authorized population supported.

(3) Source. Unit Manpower Document, file part A, fourth quarter of the fiscal year in which the application takes place.

f. Study Team:

(1) Point-of Contact. 2Lt. Derek S. Prothro and SMSgt Al Rhodes, AFMSMET/MEMMS, DSN: 487-5910.

(2) Functional Representative. Ms Marian Bowser and Ms Kim Cain, SAF/AAIX, DSN: 225-1667.

(3) Program Manager. Mr Oscar Cantu, HQ AFMEA/MEMS, DSN: 487-2472.

7. Application Instructions. Use the following procedures to determine manpower to support an objective wing of any population:

a. Step 1. Obtain workload factor data as described in paragraph 6e(2).

b. Step 2. Allocate 2999 man-hours to an IM function supporting the model wing (3,000 personnel supported).

c. Step 3. Use the following formula: (population

supported - 3,000) * 0.4082. The results of this formula may be a positive or negative number.

d. Step 4. Determine the total man-hours by adding the man-hours from Steps 2 and 3. Multiply the total man-hours by 0.956 to account for decentralization of special orders workload transferred to other base agencies (see WCD, Process 39).

e. Step 5. Obtain man-hour values for approved variances from Attachment 3, Approved Variances. Only variance man-hours shown in Attachment 3 may be used to complete this application. However, you may update Variance 2, Negative Mission and Environment Variance for Contracted Core IM Functions, and Variance 5, Negative Mission and Environment Variance for Defense Printing Service (DPS) Support, to account for population changes since your original variance submission. Follow the update instructions for variances at Attachment 3. Also, you may submit proposed variances which exceed 16 man-hours per month each. Do not include any previously submitted variances. Forward new variances to AFMSMET. AFMSMET will recommend approval/disapproval to SAF/AAI who will provide a final decision to the submitting MAJCOM.

f. Step 6. Total 7a through 7e. The result will be the total man-hours required for the IM Flight. Divide by the appropriate manpower availability factor (MAF) using current rounding rules. Refer to the standard manpower table at Attachment 2 for required skills and grades.

8. Statement of Conditions. This standard assumes core IM functions are decentralized throughout the base and the Base Information Transfer Center (BITC), Publications Distribution Office (PDO), Duplicating Facility, and Staging Area are not in the same facility. It also assumes that the BITC is not collocated with the United States Postal Service (USPS) facility and basic IM functions are automated. Bases with significant distances (greater than 1 mile) between IM facilities and the core of the base may require a positive travel variance. Bases with centralized facilities or where the BITC is collocated with USPS may require a negative variance. This AFMS includes allowances for both direct and indirect man-hours.

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5 Atch

1. Work Center Description
2. Standard Manpower Table
3. Approved Variances
4. Process Analysis Summary
5. Variance Applicability Matrix

SUMMARY OF CHANGES. This change eliminates man-hours for special orders workload, adjusts man-hours for several approved variances, and revises the grammatical text.

WORK CENTER DESCRIPTION

1. CONDUCTS WARTIME PLANNING. (Priority 1) Performs war and contingency planning, develops concept of operations, accomplishes wartime and contingency tasking, provides training, guidance, or assistance; assembles and maintains mobility kit, prepares after-action report, conducts wartime sustainment and reception planning, attends planning conference or meeting, and completes base-level assessment (BLA).
2. ENSURES QUALITY CUSTOMER SERVICE. (Priority 2) Provides quality customer service to management, monitors IM productivity program, manages IM total quality management program, and manages IM self-inspection and staff assistance visit (SAV) program.
3. MANAGES INTERNAL ORGANIZATION. (Priority 15) Develops and revises directive, visits subordinate work center, reviews bulletin, attends or conducts meeting, reviews incoming and outgoing distribution, supervises subordinate work center personnel, coordinates personnel action, reviews report and statistical data, ensures training on standard automated IM systems, and provides information systems training.
4. MANAGES INTERNAL PHYSICAL RESOURCE. (Priority 24) Coordinates with civil engineering for facility support requirement, develops annual base purchase investment equipment (BPUE) submission, and develops preventative maintenance contract (PMC) for nonstandard Air Force IM systems, postal equipment, typewriter, facsimile machine, telephone recorder, or electrician.
5. MANAGES IM BUDGET. (Priority 4) Develops annual IM budget estimate, defends IM budget, receives annual budget authority, validates and authenticates expenditures, defends IM unfunded requirements to financial working group (FWG), and develops quarterly reports.
6. CONDUCTS STRATEGIC PLANNING. (Priority 37) Reviews AF and MAJCOM IM strategic plans and provides copies to each IM work center, consolidates inputs and drafts IM strategic plan, and monitors progress to accomplish planned actions.
7. MONITORS IM WORKLOAD STATISTICS. (Priority 39) Assists work centers in interpreting workload factor (WLF), and consolidates workload report.
8. MANAGES BASE AFSC 3A0XX RESOURCE. (Priority 11) Serves as focal point for all 3A0XX personnel issues, interviews IM military personnel, coordinates 3A0XX military personnel action, processes personnel action change, maintains unit manpower document (UMD) for IM personnel, manages IM manpower authorization, manages manning assistance, provides civilian career guidance and training, and conducts periodic base-wide IM workshop or conference.

9. ADMINISTERS IM AWARDS PROGRAM. (Priority 25) Solicits award nominations for annual outstanding information management awards program, publicizes awards program to base, processes nomination submissions, conducts selection boards, verifies scores, prepares staff summary sheets, ensures notification of board results to nominating organizations and local public affairs office, and ensures recognition of local awards winners.

10. IMPLEMENTS HIGHER HEADQUARTERS DIRECTED PROGRAMS. (Priority 17) Reviews, analyzes, develops, or revises directive; develops, reviews, analyzes, or revises programming plan (PPLAN).

11. MONITORS SUPPORT AGREEMENTS. (Priority 26) Reviews existing and proposed support agreements, consolidates functional area replies, and performs termination of agreement.

12. COORDINATES INFORMATION MANAGEMENT SUPPORT FOR VISITING TEAMS. (Priority 27) Delivers information management supplies and equipment to designated work area.

13. PERFORMS AS QUALITY ASSURANCE EVALUATOR (QAE). (Priority 28) Provides technical assistance to contracting officer, provides technical advice for preparation of quality assurance surveillance plan (QASP), evaluates contract, conducts complaint program, prepares monthly contract report, attends performance conference, manages contingency plan for contractor default, provides technical assistance on performance work statement and statement of work during solicitation conference phase and award of contract.

14. ANALYZES BUSINESS PROCESSES AND INFORMATION SYSTEMS. (Priority 3) Assists user in managing information systems, maintains knowledge of current and emerging technologies, participates as voting member of computer systems requirements working group (CSRWG), reviews and monitors base-level information systems requirements to ensure compliance with applicable IM policies and directives, provides technical advice, initiates computer systems requirement document (CSRD) for IM branch or section, provides response, acts as systems administrator for IM automated information systems applications, provides information exchanging and system sharing resource for IM flight and other information management personnel base-wide, acts as focal point for base data administration, determines systems requirement, monitors data standardization, and provides data standardization support.

15. MANAGES RECORDS MAINTENANCE PROGRAM. (Priority 7) Manages the creation, maintenance, and disposition of Air Force records; reviews higher headquarters (HHQ) or local directive, and reviews request for filing equipment.

16. MANAGES RECORDS PROTECTION, ACCESS, AND COLLECTION PROGRAMS. (Priority 16) Manages access programs (Privacy Act and Freedom of Information Act) and manages the information management control program.

17. MANAGES RECORDS STAGING AREA AND PROGRAM. (Priority 21) Receives record, stores record, obtains record, transfers record, destroys record.

18. REVIEWS NONMANUAL RECORDKEEPING SYSTEMS. (Priority 34) Promotes electronic records and document imaging system application.

19. TRAINS RECORDS TECHNICIAN. (Priority 13) Develops local training program from information in AFP 4-31, Records Maintenance and Disposition Training; schedules personnel for initial or refresher training, as required; plans and conducts training; prepares and issues AF Form 1256, Certificates of Training to military and civilians who have completed training.

20. MANAGES PUBLICATIONS PROGRAM. (Priority 18) Processes publication, prepares and maintains publication index, and prepares report.

21. MANAGES FORMS PROGRAM. (Priority 29) Processes forms, maintains record, prepares report, and prepares and maintains forms index.

22. OVERSEES CORRESPONDENCE MANAGEMENT PROGRAM. (Priority 32) Monitors correspondence preparation and answers correspondence inquiry.

23. PROCESSES LETTERHEAD REQUEST. (Priority 31) Processes letterhead stationery requests per guidance in AFR 10-1, Preparing Written Communications.

24. MANAGES AIR FORCE EFFECTIVE WRITING PROGRAM. (Priority 40) Advertises in base newspapers, bulletins, and staff meetings the need for review of AFP 13-5, US Air Force Effective Writing Course.

25. MANAGES OFFICIAL MAIL PROGRAM. (Priority 5) Manages accountable mail, prepares quarterly postal expenditure report, manages business reply mail (BRM) program, manages permit imprint program, manages USPS advance deposit trust account (ADTA), and manages base information transfer system (BITS).

26. PROVIDES DOCUMENT SECURITY SERVICE. (Priority 6) Processes top secret control officer (TSCO) or defense courier service (DCS) material, performs as TSCO, performs as DCS, and maintains TSCO and DCS lists.

27. MANAGES BASE ADDRESSES. (Priority 19) Monitors functional address symbol (FAS) program, maintains address indicator group, and manages zip+4 program.

28. PROVIDES COMMON-USER ELECTRONIC FACSIMILE (FAX) DISTRIBUTION. (Priority 33) Transmits and receives classified and unclassified document.

29. TRAINS ACTIVITY DISTRIBUTION OFFICE CUSTOMER. (Priority 12) Receives request for training, schedules training with customer, prepares for training, performs training either on site or at customer location, performs customer survey, and documents training.

30. MANAGES DUPLICATING SERVICE. (Priority 22) Provides guidance, develops local policy, schedules personnel, directs reprographics activity, reviews incoming distribution and outgoing correspondence, reviews reports and statistical data, prepares report, manages equipment, provides customer support, and manages funds.

31. CONTROLS DUPLICATING PRODUCTION. (Priority 8) Evaluates reproduction request, determines source of reproduction, processes reproduction request, processes completed reproduction job, provides job status, and manages supplies.

32. REPRODUCES PAPER MEDIA. (Priority 9) Performs paper media reproduction and performs operator maintenance.

33. ESTABLISHES DUPLICATING CONTRACT. (Priority 23) Establishes government printing office (GPO) term contract, establishes production agreement, establishes base copier service contract, and establishes printing and duplicating equipment service contract.

34. ADMINISTERS BASE COPIER PROGRAM. (Priority 35) Evaluates request for copier support, provides copier support, monitors cost and production, and analyzes equipment performance.

35. DISTRIBUTES PUBLICATION. (Priority 10) Manages publications distribution, maintains stock, processes requirements and requisitions, distributes publication requirements and requisitions, manages base technical order distribution offices (TODOs) and provides reports, provides customer service, provides IM support, and maintains indexes.

36. TRAINS PUBLICATIONS AND FORMS CUSTOMER. (Priority 14) Develops an orientation and training program for customers using information in AFR 4-71, Receiving, Distributing, Requisitioning, and Warehousing Publications and Forms; schedules personnel for initial or refresher training, as required, provides distribution training.

37. DISTRIBUTES FORM. (Priority 20) Requisitions nonaccountable and accountable forms, maintains nonaccountable and accountable forms stock, issues forms stock, inventories forms stock, provides reports, processes publishing bulletin (PB), and maintains indexes.

38. MANAGES MASTER PUBLICATIONS REFERENCE LIBRARY. (Priority 30) Maintains publications and provides customer assistance.

39. MANAGES ADMINISTRATIVE ORDERS PROGRAM. (Priority 36) Establishes base order policies and guidance, maintains knowledge of current administrative order policies, coordinates order matters and policies, processes administrative order request, monitors administrative order preparation, maintains order records sets, prepares retired orders for staging, provides response to order inquiries, and performs staff assistance visit.

40. PROVIDES BASE PERSONNEL LOCATOR SERVICE. (Priority 38) Receives locator roster, form, or other record; screens locator record for accuracy and completeness; and answers inquiry.

41. MANAGES CENTRAL DESTRUCTION FACILITY. (Priority 41) Monitors use, identifies equipment or facility for maintenance when needed, processes requests for unit destruction device, approves and or disapproves request, and notifies unit of decision.

*Workload decentralized to other base agencies (see AFMS, page 4, para 7d).

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
INFORMATION MANAGEMENT FLIGHT/16G1			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Information Mgmt	37A3	MAJ									
Information Mgmt	37A3	CPT	1	1	1	1	1	1	1	1	1
Info Mgmt Mgr	3A000	CMS									
Info Mgmt Supt	3A091	SMS					1	1	1	1	1
Info Mgmt Cman	3A071	MSG	1	1	1	2	2	2	2	2	2
Info Mgmt Cman	3A071	TSG	2	2	2	2	2	2	2	2	3
Info Mgmt Jman	3A051	SSG	2	2	2	2	2	2	2	2	2
Info Mgmt Jman	3A051	SRA	2	2	3	3	3	4	4	4	4
Info Mgmt Apr	3A031	A1C	3	3	3	3	3	3	3	4	4
Total			11	11	12	13	14	15	15	16	17
Printing Mgmt Cman	3R071	MSG							1	1	1
Printing Mgmt Cman	3R071	TSG	1	1	1	1	1	1			
Printing Mgmt Jman	3R051	SSG		1	1	1	1	1	1	1	1
Printing Mgmt Jman	3R051	SRA	1	1	1	1	1	1	2	2	2
Printing Mgmt Apr	3R031	A1C	1	1	1	1	1	1	1	1	1
Total			3	4	4	4	4	4	5	5	5
TOTAL			14	15	16	17	18	19	20	21	22
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Information Mgmt	37A3	MAJ								1	1
Information Mgmt	37A3	CPT	1	1	1	1	1	1	1		
Info Mgmt Mgr	3A000	CMS								1	1
Info Mgmt Supt	3A091	SMS	1	1	1	1	1	1	1		
Info Mgmt Cman	3A071	MSG	2	2	2	2	2	2	2	2	2
Info Mgmt Cman	3A071	TSG	3	3	3	3	3	4	4	4	5
Info Mgmt Jman	3A051	SSG	3	3	3	3	4	4	4	4	4
Info Mgmt Jman	3A051	SRA	4	4	5	5	5	5	5	6	6
Info Mgmt Apr	3A031	A1C	4	5	5	5	5	5	5	5	5
Total			18	19	20	20	21	22	22	23	24
Printing Mgmt Cman	3R071	MSG	1	1	1	1	1	1	1	1	1
Printing Mgmt Cman	3R071	TSG									
Printing Mgmt Jman	3R051	SSG	1	1	1	1	1	1	2	2	2
Printing Mgmt Jman	3R051	SRA	2	2	2	2	2	2	2	2	2
Printing Mgmt Apr	3R031	A1C	1	1	1	2	2	2	2	2	2
Total			5	5	5	6	6	6	7	7	7
TOTAL			23	24	25	26	27	28	29	30	31

STANDARD MANPOWER TABLE												
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE									
INFORMATION MANAGEMENT FLIGHT/16G1			N/A									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Information Mgmt	37A3	MAJ	1	1	1	1	1	1	1	1	1	1
Information Mgmt	37A3	CPT										
Info Mgmt Mgr	3A000	CMS	1	1	1	1	1	1	1	1	1	1
Info Mgmt Supt	3A091	SMS										
Info Mgmt Cman	3A071	MSG	2	2	2	2	3	3	3	3	4	
Info Mgmt Cman	3A071	TSG	5	5	5	5	5	5	6	6	6	
Info Mgmt Jman	3A051	SSG	4	5	5	5	5	5	5	6	6	
Info Mgmt Jman	3A051	SRA	6	6	6	7	7	7	7	7	7	
Info Mgmt Apr	3A031	A1C	6	6	6	6	6	7	7	7	7	
	Total		25	26	26	27	28	29	30	31	32	
Printing Mgmt Cman	3R071	MSG	1	1	1	1	1	1	1	1	1	
Printing Mgmt Cman	3R071	TSG										
Printing Mgmt Jman	3R051	SSG	2	2	2	2	2	2	2	2	2	
Printing Mgmt Jman	3R051	SRA	2	2	3	3	3	3	3	3	3	
Printing Mgmt Apr	3R031	A1C	2	2	2	2	2	2	2	2	2	
	Total		7	7	8	8	8	8	8	8	8	
TOTAL			32	33	34	35	36	37	38	39	40	
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Information Mgmt	37A3	MAJ	1	1	1	1	1	1	1	1	1	
Information Mgmt	37A3	CPT										
Info Mgmt Mgr	3A000	CMS	1	1	1	1	1	1	1	1	1	
Info Mgmt Supt	3A091	SMS										
Info Mgmt Cman	3A071	MSG	4	4	4	4	4	4	4	4	4	
Info Mgmt Cman	3A071	TSG	6	6	6	6	7	7	7	7	7	
Info Mgmt Jman	3A051	SSG	6	6	6	7	7	7	7	7	7	
Info Mgmt Jman	3A051	SRA	7	7	7	7	7	7	8	8	8	
Info Mgmt Apr	3A031	A1C	8	9	9	9	9	9	9	10	10	
	Total		33	34	34	35	36	36	37	38	39	
Printing Mgmt Cman	3R071	MSG	1	1	1	1	1	1	1	1	1	
Printing Mgmt Cman	3R071	TSG										
Printing Mgmt Jman	3R051	SSG	2	2	2	2	2	2	2	2	2	
Printing Mgmt Jman	3R051	SRA	3	3	3	3	3	4	4	4	4	
Printing Mgmt Apr	3R031	A1C	2	2	3	3	3	3	3	3	3	
	Total		8	8	9	9	9	10	10	10	10	
TOTAL			41	42	43	44	45	46	47	48	49	

STANDARD MANPOWER TABLE												
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE									
INFORMATION MANAGEMENT FLIGHT/16G1			N/A									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Information Mgmt	37A3	MAJ	1	1	1	1	1	1	1	1	1	1
Information Mgmt	37A3	CPT										
Info Mgmt Mgr	3A000	CMS	1	1	1	1	1	1	1	1	1	1
Info Mgmt Supt	3A091	SMS										
Info Mgmt Cman	3A071	MSG	4	4	4	4	4	4	5	5	5	5
Info Mgmt Cman	3A071	TSG	7	7	7	7	7	7	7	7	7	7
Info Mgmt Jman	3A051	SSG	8	9	9	9	9	10	10	10	10	10
Info Mgmt Jman	3A051	SRA	9	9	9	10	10	10	10	11	11	11
Info Mgmt Apr	3A031	A1C	10	10	11	11	12	12	12	12	13	13
	Total		40	41	42	43	44	45	46	47	48	48
Printing Mgmt Cman	3R071	MSG	1	1	1	1	1	1	1	1	1	1
Printing Mgmt Cman	3R071	TSG										
Printing Mgmt Jman	3R051	SSG	2	2	2	2	2	2	2	2	2	2
Printing Mgmt Jman	3R051	SRA	4	4	4	4	4	4	4	4	4	4
Printing Mgmt Apr	3R031	A1C	3	3	3	3	3	3	3	3	3	3
	Total		10	10	10	10	10	10	10	10	10	10
TOTAL			50	51	52	53	54	55	56	57	58	58
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Information Mgmt	37A3	MAJ	1	1	1	1	1	1	1	1	1	1
Information Mgmt	37A3	CPT										
Info Mgmt Mgr	3A000	CMS	1	1	1	1	1	1	1	1	1	1
Info Mgmt Supt	3A091	SMS										
Info Mgmt Cman	3A071	MSG	5	5	5	5	5	5	5	5	5	5
Info Mgmt Cman	3A071	TSG	7	7	7	7	7	7	7	7	7	7
Info Mgmt Jman	3A051	SSG	10	10	10	10	10	10	10	10	10	10
Info Mgmt Jman	3A051	SRA	12	12	12	12	12	12	12	13	13	13
Info Mgmt Apr	3A031	A1C	13	14	15	16	17	18	19	19	20	20
	Total		49	50	51	52	53	54	55	56	57	57
Printing Mgmt Cman	3R071	MSG	1	1	1	1	1	1	1	1	1	1
Printing Mgmt Cman	3R071	TSG										
Printing Mgmt Jman	3R051	SSG	2	2	2	2	2	2	2	2	2	2
Printing Mgmt Jman	3R051	SRA	4	4	4	4	4	4	4	4	4	4
Printing Mgmt Apr	3R031	A1C	3	3	3	3	3	3	3	3	3	3
	Total		10	10	10	10	10	10	10	10	10	10
TOTAL			59	60	61	62	63	64	65	66	67	67

APPROVED VARIANCES

1. Title. Positive Mission Variance for Wartime Reception Plan.

a. Definition. During increased tensions and normal, recurring peacetime exercises, forces are added at various locations (main bases, collocated operating bases, forward locations). Base IM must provide the same level of services to those forces. This primarily impacts the PDO, Postal Service Center, and Reprographics.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Osan AB	+16.07

c. Applicability. This variance applies to the base listed above.

2. Title. Negative Mission and Environment Variance for Contracted Core IM Functions.

a. Definition. Where core IM functions are contracted (e.g., PDO, BITC), core workload must include a negative variance and a positive variance for QAE functions.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Brooks AFB	-789.64
Columbus AFB	-600.98
Goodfellow AFB	-1287.13
Edwards AFB	-1263.23
Eglin AFB	-2262.52
Falcon AFB	-814.70
Hanscom AFB	-491.14
Hickam AFB	-1039.42
Hill AFB	-1994.23
Incirlik AB	-654.01
Keesler AFB	-2620.85
Kelly AFB	-2454.67
Lackland AFB	-1793.30
Laughlin AFB	-665.26
Los Angeles AFB	-808.86
Maxwell AFB	-390.48
McClellan AFB	-1701.27
McGuire AFB	-562.42
Mt Home AFB	-520.31
Onizuka AFB	-1576.37
Peterson AFB	-2063.26
Reese AFB	-673.29
Sheppard AFB	-1830.26

Tinker AFB	-1337.47
Wright Pat AFB	-2900.64

c. Applicability. This variance applies to the bases listed above.

d. Update Procedures. To determine the negative variance man-hours for contracted work:

(1) Determine contracted processes and associated man-hours from the Process Analysis Summary (Attachment 4). Total the core man-hours for the contracted processes. Divide results by the total core process man-hours (2999). The result is the fraction of the core plus or minus contracted man-hours.

(2) Perform steps 1, 2, and 3 of the application instructions (paragraph 7a through 7c of the AFMS).

(3) Multiply the total man-hours earned above by the fraction of the core plus or minus contracted man-hours. The resulting man-hours should be subtracted in step 4 of the application instructions.

(4) Also in step 4, add the positive variance man-hours for associated QAE duties as determined by the A-76 cost study.

3. Title. Positive Mission/Environment Variance for Top Secret (TS) Control Officer (TSCO) and Defense Courier Service (DCS) Liaison.

a. Definition. Where IM functions are required to maintain positive control and accountability for TS and special access program material.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
RAF Chicksands	+40.18
Kelly AFB	+29.60
Kirtland AFB	+32.14
Lajes AB	+67.49

c. Applicability. This variance applies to the bases listed above.

4. Title. Positive Mission/Environment Variance for Accountable Mail.

a. Definition. Manpower for the model objective wing was based on processing 16 pieces of accountable mail per day (320 per month). Some bases process from 80 to over 1600 pieces of accountable mail above the core per month. This disparity in

workload exists because in the CONUS, confidential material can be shipped via 1st Class Mail, but in an overseas area, confidential material must be processed as Registered Mail. Also, some units (e.g., Air Force Intelligence Command units) and selected missions generate more accountable mail.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Bolling AFB	+266.64
Barksdale AFB	+24.10
Beale AFB	+25.71
Davis-Monthan AFB	+40.17
Elmendorf AFB	+34.22
Hickam AFB	+178.10
Keesler AFB	+269.96
Kirtland AFB	+45.43
Langley AFB	+94.14
March AFB	+48.21
Offutt AFB	+443.50
Osan AB	+16.97
Ramstein AB	+78.74
Tinker AFB	+185.34
Travis AFB	+46.60
Yokota AB	+134.98
Wright-Pat AFB	+200.00

c. Applicability. This variance applies to the bases listed above.

5. Title. Negative Mission and Environment Variance for Defense Printing Service (DPS) Support.

a. Definition. Defense Management Review Decision 998 consolidated Printing Plants and Duplicating Centers under the Defense Printing Service managed by the Navy. Because some Duplicating Centers will remain under Air Force control, workload is included in the core. This variance removes the core duplicating man-hours for bases with printing and duplicating support from DPS.

b. Impact. Use the instructions at para 5d below to compute the negative variance man-hours.

c. Applicability. If your base is using DPS resources for printing and duplicating, apply the negative variance.

d. Update Procedures. To determine the negative variance man-hours for contracted work:

(1) Determine contracted processes provided by DPS and associated man-hours from the Process Analysis Summary

(Attachment 4). Total the core man-hours for the DPS-provided processes. Divide results by the total core process man-hours (2999). The result is the fraction of the core plus or minus contracted man-hours.

(2) Perform Steps 1, 2, 3, and 4 of the application instructions (paragraph 7a through 7d of the AFMS).

(3) Multiply the total man-hours earned above by the fraction of the core plus or minus contracted man-hours. The resulting man-hours should be subtracted in Step 5 of the application instructions.

6. Title. Positive Mission and Environment Variance for Accountable Forms.

a. Definition. Some locations issue a large volume of accountable forms not common to other locations in the CONUS such as ration control, purchases of controlled items, and gasoline customs (i.e., in England).

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
RAF Chicksands	+41.78
RAF Lakenheath	+16.07
RAF Mildenhall	+19.28
Yokota AB	+23.25

c. Applicability. This variance applies to the bases listed above.

7. Title. Positive Mission Variance for Freedom of Information Act (FOIA) Requests.

a. Definition. With varied Air Force missions, some locations require additional manpower to process the high volume of FOIA requests. Some bases receive between 10 and 33 FOIA requests per month. Requests can range from a small to an extremely large workload preparation time and require a variance for level of difficulty.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Aviano AB	+56.56
Bolling AFB	+387.50
Brooks AFB	+130.64
Edwards AFB	+16.12
Hanscom AFB	+328.94
Kelly AFB	+106.85
Los Angeles AFB	+92.00

Lackland AFB	+66.63
McClellan AFB	+56.03
RAF Mildenhall	+26.63
Robins AFB	+78.38
Shaw AFB	+59.45
Tinker AFB	+27.30
Wright-Pat AFB	+444.00

c. Applicability. Applies to the bases listed above.

8. Title. Positive Mission Variance for Support to Special Activities.

a. Definition. Bases supporting headquarters, numbered air forces (NAFs), and other special activities, such as U.S. Forces Japan and Allied Air Forces, Central Europe, have increased workload in the Duplicating Center, BITC, records maintenance/storage, publishing, PDO, forms management, and special orders. This workload is not adequately covered by base population, since NAF, MAJCOMs, and regional centers generate work at an increased level over the objective wing core workload.

b. Impact:

(1) MAJCOM & Other Special Activities:

Base	Man-Hours Per Month
Hickam AFB	+120.66
Langley AFB	+469.21
Maxwell AFB	+273.17
Offutt AFB	+167.00
Peterson AFB	+149.44
Randolph AFB	+190.00
Ramstein AB	+494.93
Scott AFB	+498.14
Shaw AFB (USCENTAF)	+160.70
USAF Academy	+462.31
Wright-Pat AFB	+822.49

(2) Use the following equation to derive monthly man-hours for host base IM support to NAFs: $2.303 + .5834(X)$. To compute this equation, count the authorized "above-the-line" NAF staff population and use this figure for the "X" value. Add the resulting man-hours to the Core AFMS man-hours derived at para 7d, page 4 of this AFMS. NOTE: NAF "above-the-line" NAF staffs are normally authorized less than 99 manpower slots. "Below-the-line" NAF staff is included in the core population.

c. Applicability. Applies to the bases that provide IM support to MAJCOMs, NAFs, and other special activities.

9. Title. Positive Environmental Variance for Travel to Geographically Separated Units (GSUs).

a. Definition. Many bases provide IM support to units not physically located on the main base. This support, in most cases, applies to PDO, BITC, and Records Management. Travel time to these locations varies by location, but can involve TDYs from assigned-duty-location work to provide required service. This impacts the level-of-service provided to home base units.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Aviano AB	+38.57
Bolling AFB	+86.96
Bitburg AB	+19.28
Dover AFB	+33.75
Edwards AFB	+42.00
Hanscom AFB	+20.92
Incirlik AB	+32.14
RAF Lakenheath	+24.10
RAF Mildenhall	+16.07
Ramstein AB	+146.92
USAF Academy	+30.11
Wright-Pat AFB	+51.30

c. Applicability. Applies to the bases listed above.

10. Title. Positive Mission Variance for Support Agreements and Core IM Support to Non-Air Force Activities (receiving less than 100% IM support).

a. Definition. The core base population of 3,000 will have very few tenant units requiring host-tenant support, inter-service support, or other agreements. Some bases have large tenant populations and increased workload processing agreements for Non-AF tenants, whose population is not included in the Mil and Civ Personnel Flight source documents. However, CMEs are listed in File Part A on the UMD.

b. Use the following instructions to determine the number of CMEs and Non-AF tenants requiring Host Base IM support:

(1) DETERMINE/VERIFY SPECIFIC IM SUPPORT REQUIRED. Use the WCD Process list at atch 2 to determine which process matches support requirements in the contract agreement (CMEs) or the support agreement (Non-AF units).

(2) DETERMINE THE PERCENTAGE OF IM SUPPORT REQUIRED. After verifying the applicable WCD processes, sum the percentage of support required using the three-digit decimals at atch 4, Process Analysis Summary. For example, if IM provides document security support (Priority 6), and distributes forms (Priority 20), the sum would be .083.

(3) DETERMINE THE CME or NON-AF POPULATION REQUIRING

SUPPORT. Self Explanatory. Following the example from para 10(b)2, 240 CME and Non-AF personnel require support.

(4) DETERMINE THE WEIGHTED CME/NON-AF POPULATION. Multiply the 3-digit decimal by the total population and round up to the next whole number. This ensures credit for the specific IM support. Using the previous example,

$$.083 \times 240 = 19.92 \text{ or } 20 \text{ personnel}$$

(5) COMPUTE MANPOWER EQUATION. Add resulting number (20 personnel in our example) to total funded host and tenant authorized population at para 6e(1) and solve the manpower equation using the application instructions.

c. Applicability. Applies to CMEs and Non-AF units receiving less than 100% IM support from the Host Base IM.

11. Title. Positive Mission Variance for Air Post Offices (APOs).

a. Definition. Overseas bases do not receive mail through the United States Postal Service (USPS). In USAFE, APOs are established and managed by IM to provide both official and personal mail receipt, delivery, and dispatch service.

b. Impact. The manpower requirements follow:

Base	Man-Hours Per Month	Manpower
RAF Alconbury	N/A	+14.00
Ankara AB	N/A	+8.00
Aviano AB	N/A	+10.00
Bitburg AB	N/A	+16.00
RAF Chicksands	N/A	+5.00
Incirlik AB	N/A	+12.00
RAF Lakenheath	N/A	+18.00
RAF Mildenhall	N/A	+15.00
Ramstein AB	N/A	+40.00
Rhein-Main AB	N/A	+19.00
Sembach AB	N/A	+14.00
Spangdahlem AB	N/A	+14.00

Note: Manpower values reflect MAJCOM reported unit manpower document requirements based on command standards. Future requirements for this variance will be based on the DoD standard currently in progress.

c. Applicability. Applies to the bases listed above.

12. Title. Positive Mission Variance for Postal Service Center (PSC).

a. Definition. At the objective wing model base, the core PSC is contracted. However, due to the limitations of Office of

Management and Budget Circular A-76 cost studies, some PSCs must remain in-house as a result of cost studies. At Andersen AFB, a United States territory, the USPS provides all postal services, except a PSC supporting personnel living in bachelor quarters which is operated in-house by base IM.

- b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Andersen AFB	+470.82
Hanscom AFB	+80.35
Tinker AFB	+296.00

- c. Applicability. This variance applies to the base listed above.

13. Title. Positive Mission Variance for Mobility Training.

a. Definition. The IM flight supports real world and local exercises requiring training in chemical warfare, small arms, etc., for 12 personnel (6 primary and 6 alternate). Also, 6 personnel participate in local exercises, normally 1 per quarter.

- b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Cannon AFB	+64.28
Charleston AFB	+48.21
Davis-Monthan AFB	+64.28
Dover AFB	+64.28
Holloman AFB	+64.28
Howard AB	+64.28
Kadena AB	+16.00
Keesler AFB	+64.28
Kelly AFB	+49.58
Kirtland AFB	+64.28
KI Sawyer AFB	+64.28
Langley AFB	+64.28
Luke AFB	+64.28
MacDill AFB	+64.28
Maxwell AFB	+64.28
McGuire AFB	+64.28
Moody AFB	+64.28
Mt Home AFB	+64.28
Nellis AFB	+64.28
Pope AFB	+17.68
Ramstein AB	+128.00
Seymour Johnson AFB	+64.28
Shaw AFB	+64.28
Tyndall AFB	+64.28
Yokota AB	+16.00

c. Applicability. Bases listed above.

14. Title. Positive Mission and Environmental Variance for NATO Sub-Registry.

a. Definition. NATO security requires a central control point for all NATO classified material separate from Document Security for U.S. classified material. This focal point controls all NATO classified material on the base.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Bitburg AB	+19.28
Hanscom AFB	+20.00
Lakenheath AB	+200.00
Ramstein AB	+313.35
Spangdahlem AB	+171.94
Wright-Pat AFB	+100.00

c. Applicability. This variance applies to the bases listed above.

15. Title. Positive Environmental Variance for Document Imaging Service Center.

a. Definition. The USAF Academy is the only Air Force command opting to retain micrographics (imaging) in the Information Management function. The unique mission of the Academy requires an in-house imaging and policy-making capability for cadet and staff requirements.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
USAF Academy	+482.07

c. Applicability. This variance applies only to the base listed above.

16. Title. Positive Mission Variance for Operating Central Destruction Facility.

a. Definition. This variance provides man-hours to locations operating the base central destruction facility.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Langley AFB	+120.00
Offutt AFB	+642.80

c. Applicability. This variance applies only to the bases listed above.

Note: Offutt AFB's requirement for this variance is 4 positions through FY 95/4. Beginning FY 96/1 this requirement changes to 2 positions. This gives Offutt AFB sufficient time to procure less labor intensive equipment.

17. Title. Positive Mission Variance for Conducting Duplicating Service Surveillance.

a. Definition. This variance provides man-hours for duplicating contract service surveillance.

b. Impact. The following are man-hour requirements:

Base	Man-Hours Per Month
Brooks AFB	+160.70
Edwards AFB	+153.33
Eglin AFB	+296.00
Hanscom AFB	+96.42
Hill AFB	+296.00
Kelly AFB	+592.00
Los Angeles AFB	+205.72
McClellan AFB	+394.00
Mt Home AFB	+18.00
Tinker AFB	+296.00
Wright-Pat AFB	+407.50

c. Applicability. This variance applies only to the bases listed above.

18. Title. Positive Mission for Regional Support to the Air Force District of Washington.

a. Definition. This variance provides man-hours to support various government agencies within the National Capital Region, but not included in Bolling AFB's base population support. Supported organizations include The White House, Congress, Andrews AFB, Cameron Station, Fort Meade, the Courier Service, and various AFROTC and JrROTC detachments.

b. Impact. The following are the man-hour requirements:

Base	Man-Hours Per Month
Bolling AFB	+859.36

c. Applicability. This variance applies only to the base listed above.

19. Title. Positive Mission Variance for Defense Printing Service Liaison.

a. Definition. Performs liaison between host base customers and DPS officials, manages reprographics budget, and validates customer printing requests.

b. Impact. The following are the man-hour requirements:

Base	Man-Hours Per Month
Andrews AFB	+160.70
Bolling AFB	+55.82
Brooks AFB	+80.00
Edwards AFB	+45.00
Eglin AFB	+279.59
Hanscom AFB	+160.70
Hill AFB	+444.00
Kelly AFB	+444.00
Kirtland AFB	+320.00
Little Rock AFB	+55.82
Los Angeles AFB	+31.37
McChord AFB	+55.82
McClellan AFB	+444.00
Norton AFB	+55.82
Robins AFB	+160.70
Scott AFB	+160.70
Tinker AFB	+148.00
Wright-Pat AFB	+320.00

c. Applicability. This variance applies only to the bases listed above.

20. Negative Mission Variance for AMC FASCAP 93-01, Xerox 5090 Copier.

a. Definition. Reduce authorization to offset purchase of copier/duplicator equipment. This equipment increases productivity and decreases labor costs.

b. Impact. -1 TSgt, AFSC 3R071.

c. Applicability. Malmstrom AFB. NOTE: The economic life of the above equipment is 10 years. See HQ AMC/XPME letter dated 29 September 1993 for additional information.

21. Title. Negative Mission Variance for Managing the Base Personnel Locator Service.

a. Definition. This standard allows 18.50 man-hours to manage the Base Locator Service. If not performed by Information Management, reduce man-hours accordingly.

b. Impact. Subtract man-hours from the following bases:

Base	Man-hours Per Month
Eglin AFB	-106.42
McClellan AFB	-99.08
Tinker AFB	-144.78

c. Applicability. Applies to any base where Information Management does not manage the Base Locator Service.

22. Title. Positive Mission Variance for Managing Base AFSC 3AOXX Resources.

a. Definition. This standard allocates 1.25 man-hours per month for each 3AOX1 authorized to the base. This variance allows .50 man-hours per month above the core to support 45 or more 3AOX1s. NOTE: McClellan and Wright-Pat AFBs were withdrawn, by request, from original submission.

b. Impact. +120.00 man-hours per month.

c. Applicability. Applies to Hanscom AFB.

23. Title. Positive Mission Variance for Managing Base Copier Program.

a. Definition. Man-hours for the objective wing was based on an average flying base managing 45 copiers. There is a direct correlation between the number of copiers managed and the base population. However, where previously an organization division or branch had one copier, now each branch may have a copier. This variance balances this disparity.

b. Impact. Add man-hours to the following bases:

Base	Man-hours Per Month
Eglin AFB	+53.76
Hanscom AFB	+167.19
Langley AFB	+472.25
McClellan AFB	+68.17
Wright-Pat AFB	+122.58

c. Applicability. Bases indicated above.

24. Title. Positive Mission Variance for Managing Records Management Program.

a. Definition. Additional man-hours for managing large volumes of records beyond the credit given in the core AFMS.

b. Impact. +175.49 man-hours per month.

c. Applicability. Hanscom AFB (Hanscom supports over 450 offices of record).

25. Title. Positive Mission Variance for Management of Official Mail.

a. Definition. Additional man-hour credit for large volumes of mail exceeding number depicted in the core, includes accountable mail not processed by contractors and other tenant organizations.

b. Impact. The following bases receive man-hour credit:

Base	Man-hours Per Month
Hanscom AFB	+977.54
Langley AFB	+182.35
Wright-Pat AFB	+1628.00

c. Applicability. Applies to the bases depicted in the impact statement above.

26. Title. Negative Mission Variance for Postal Service Center (PSC) Quality Assurance Evaluator (QAE).

a. Definition. Since normal PSC QAE duties are included in the core workload, this variance applies to locations not managing the PSC contract with in-house assets.

b. Impact:

Base	Man-hours Per Month
Hanscom AFB	-11.56
Tinker AFB	-31.48

c. Applicability. Applies to bases depicted in the impact statement above, and other locations where the PSC is managed under contract, not using in-house PSC QAE assets.

27. Title. Positive Mission Variance for Managing T.O./Decal Distribution.

a. Definition. This variance allows man-hours for locations with unique distribution requirements to world-wide logistics and decal users.

b. Impact:

Base	Man-hours Per Month
Kelly AFB	+1924.00
Robins AFB	+2442.00
Tinker AFB	+592.00

c. Applicability. Applies to the bases depicted above.
NOTE: Kelly AFB provides Prime T.O./Decal distribution to

world-wide user organizations; Robins AFB stocks, stores and issues approximately 43,000 line items, including 750 classified technical orders, and maintains a classified T.O. vault; and Tinker AFB manages the classified technical publications storage and distribution program in support of the world-wide AFMC, USAF and DoD logistics missions.

28. Title. Negative Mission Variance for Information Management Support for Visiting Teams.

a. Definition. Support for visiting teams is provided by protocol.

b. Impact. -22.60 man-hours per month.

c. Applicability. McClellan AFB.

29. Title. Positive Mission Variance for Screen Printing Service.

a. Definition. Allows additional man-hours for producing broad application interior and exterior markings (decals) for prime USAF weapon systems world-wide.

b. Impact. +1717.84 man-hours per month.

c. Applicability. McClellan AFB.

30. Title. Positive Mission Variance for Managing the Base Conference Center.

a. Definition. Normally, commander's support staff manage conference centers; however, SAF/AAI and AFMSMET/MEMMS agreed to place this workload in the Information Management Flight, pending OPR identification.

b. Impact: +148.00 man-hours per month

c. Applicability. Wright-Patterson AFB.

31. Title. Positive Mission Variance for T.O. QAE Duties.

a. Definition. Additional man-hours for managing and monitoring T.O. service and maintenance responsibilities under contract.

b. Impact. +58.00 man-hours per month.

c. Applicability. Robins AFB.

32. Title. Positive Mission Variance for Records Staging.

a. Definition. Additional man-hours to stage records for numerous AF weapons systems.

b. Impact. +98.41 man-hours per month.

c. Applicability. Robins AFB. NOTE: This base has over 13,000 cubic feet (cf) of records stored. They receive over 200 cf of records each month; process over 100 cf of records in their annual shipment to Federal Records Centers, and receive an average of 50 requests per day to borrow stored records.

33. Title. Positive Mission Variance for Managing the Engineering Data Support Center (EDSC).

a. Definition. Additional man-hours to stage and perform caretaker duties for quality engineering drawings for military specifications.

b. Impact. +444.00 man-hours per month.

c. Applicability. Wright-Pat AFB.

PROCESS ANALYSIS SUMMARY

PRIOR- ITY	PROCESS TITLE	CORE MAN-HOURS	FRACTIONAL MAN-POWER	PERCENT
1	Conducts Wartime Planning	40.00	0.25	0.013
2	Ensures Quality Customer Service	70.00	0.44	0.023
3	Analyzes Business Processes and Information Systems	200.00	1.24	0.067
4	Manages IM Budget	40.00	0.25	0.013
5	Manages Official Mail Program	360.00	2.24	0.120
6	Provides Document Security Service	106.00	0.66	0.035
7	Manages Records Maintenance Program	106.00	0.66	0.035
8	Controls Duplicating Production	126.00	0.78	0.042
9	Reproduces Paper Media	258.00	1.61	0.086
10	Distributes Publication	240.00	1.49	0.080
11	Manages Base AFSC 3A0XX Resource	56.50	0.35	0.019
12	Trains Activity Distribution Office Customer	5.00	0.03	0.002
13	Trains Records Technician	40.00	0.25	0.013
14	Trains Publications and Forms Customer	40.00	0.25	0.013
15	Manages Internal Organization	143.00	0.89	0.048
16	Manages Records Protection, Access, and Collection Program	62.50	0.39	0.021
17	Implements Higher HQs Directed Program	15.00	0.09	0.005
18	Manages Publications Program	131.50	0.82	0.044
19	Manages Base Address	18.50	0.12	0.006
20	Distributes Form	145.00	0.90	0.048
21	Manages Records Staging Area and Program	35.00	0.22	0.012
22	Manages Duplicating Service	158.50	0.99	0.053
23	Establishes Duplicating Contract	25.00	0.16	0.008
24	Manages Internal Physical Resource	23.00	0.14	0.008
25	Administers IM Awards Program	8.00	0.05	0.003
26	Monitors Support Agreement	3.00	0.02	0.001
27	Coordinates IM Support For Visiting Team	10.50	0.07	0.004
28	Performs as QAE	10.00	0.06	0.003
29	Manages Form Program	120.00	0.75	0.040
30	Manages Master Publications Reference Library	80.00	0.50	0.027
31	Processes Letterhead Request	4.50	0.03	0.002

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32	Oversees Correspondence Management Program	12.00	0.07 0.004
33	Provides Common-User Electronic FAX Distribution	63.00	0.39 0.021
34	Reviews Nonmanual Recordkeeping System	6.50	0.04 0.002
35	Administers Base Copier Program	38.00	0.24 0.013
36	Manages Administrative Orders Program	134.00	0.83 0.045
37	Conducts Strategic Planning	8.00	0.05 0.003
38	Provides Base Personnel Locator Service	46.00	0.29 0.015
39	Monitors IM Workload Statistic	8.00	0.05 0.003
40	Manages AF Effective Writing Program	0.00	0.00 0.000
41	Manages Central Destruction Facility	3.00	0.02 0.001
TOTAL FRACTIONAL MANPOWER		18.66	1.000

*Workload associated with special/admin orders decentralized to other base agencies. See AFMS, Page 4, para 7d.

PROCESS ANALYSIS SUMMARY

PRIOR- ITY	PROCESS TITLE	PROJECTED WORKLOAD
1	Conducts Wartime Planning	8 plans/year
2	Ensures Quality Customer Service	As required
3	Analyzes Business Processes and Info Systems	As required
4	Manages IM Budget	As required
5	Manages Official Mail Program	30,000 #/month
6	Provides Document Security Service	320 pieces/month
7	Manages Records Maintenance Program	200 offices of record
8	Controls Duplicating Production	930 work orders/month
9	Reproduces Paper Media	450,000 copies/month
10	Distributes Publication	6 publications/month
11	Manages Base AFSC 3A0XX Resource	45 3A0XXs
12	Trains Activity Distribution Office Customer	50 distribution offices
13	Trains Records Technician	200 offices of record
14	Trains Publications and Forms Customer	60 customer accounts
15	Manages Internal Organization	As required
16	Manages Records Protection, Access, and Collection Program	5 requests/month
17	Implements Higher HQs Directed Program	1 program/month
18	Manages Publications Program	12 publications/month
19	Manages Base Address	60 customer accounts
20	Distributes Form	30 accounts/month
21	Manages Records Staging Area and Program	1700 cubic feet
22	Manages Duplicating Service	As required
23	Establishes Duplicating Contract	6 contracts/year
24	Manages Internal Physical Resource	As required
25	Administers IM Awards Program	As required
26	Monitors Support Agreement	1 agreement/quarter
27	Coordinates IM Support For Visiting Team	1 team/quarter
28	Performs as QAE	3 samples/week
29	Manages Form Program	4 forms/month
30	Manages Master Publications Reference Library	Open 40 hrs/week
31	Processes Letterhead Request	1 request/quarter

32	Oversees Correspondence Management Program	1 inquiry/week
33	Provides Common-User Electronic FAX Distribution	2000 pages/month
34	Reviews Nonmanual Recordkeeping System	2 reviews/year
35	Administers Base Copier Program	45 copiers on base
*36	Manages Administrative Orders Program	250 orders/month
37	Conducts Strategic Planning	Once/year
38	Provides Base Personnel Locator Service	2500 requests/month
39	Monitors IM Workload Statistic	As required
40	Manages AF Effective Writing Program	1 class/year
41	Manages Central Destruction Facility	Open 3 hours/week

*Workload associated with special/admin orders decentralized to other base agencies. See AFMS, Page 4, para 7d.

VARIANCE APPLICABILITY MATRIX
AFMS 16G1 - INFORMATION MANAGEMENT

VAR#	ACD	AET	AFE	AFW	CMB	CMC	ITC	MOB	MTC	PAF	SOC	SPC
1										X		
2		X	X		X			X	X	X		X
3			X		X				X			
4			X	X	X			X	X	X		
5*												
6			X							X		
7		X	X	X	X				X			
8	X	X	X		X			X	X	X		X
9	X		X	X				X	X			
10**												
11			X									
12									X	X		
13		X	X		X			X	X	X		
14			X									
15	X											
16					X							
17					X				X			
18				X								
19				X	X			X	X			
20								X				
21									X			
22									X			
23					X				X			
24									X			
25					X				X			
26									X			
27									X			
28									X			
29									X			
30									X			
31									X			
32									X			
33									X			

*Locations using DPS resources for printing and duplicating.
support

**Applies to bases providing host IM support to Non-Air Force
organizations and other activities receiving less than
100% support